

ADMINISTRATIVE POLICY
Fauquier County, Virginia

Policy Title: Inclement Weather Policy
Policy Number: AP-07

Effective Date: August 10, 2006
Supersedes Policy: HR - Section 2-I, 04/21/03

I. PURPOSE

It is the objective of Fauquier County Administration to establish procedures for emergency closings and delayed openings of Fauquier County General Government facilities.

II. SCOPE

This policy applies to all employees.

III. DEFINITIONS

Designated Emergency Staff: Employees whose positions have been identified by their Department Heads/Constitutional Officers as essential to department operations during emergencies. Designated emergency staff is required to work during authorized closings.

IV. PROCEDURES

A. Contacts

In the event government offices are opened to the public on a delayed schedule or closed due to inclement weather, employees may access information as follows:

1. messages shall be broadcast on radio and television stations (see Addendum A for listing);
2. a recorded phone message shall be available by calling 540-347-8680;
3. employees may access information through a link on the general government home page (<http://www.fauquiercounty.gov>);
4. employees may register to receive an e-Alert to their cellular phones and/or personal computers.

B. Office Closings

1. When offices are to be closed, media announcements shall be made.

2. Employees shall not be expected to report to work.
3. Designated emergency staff shall be expected to report as scheduled.
4. Employees scheduled to be on leave on an office closing day shall be charged leave for that day.

C. Offices Open Or Delayed Opening

1. When offices open at the regular time, no media announcements shall be made.
2. When offices will open on a delayed schedule, media announcements shall be made.
3. Employees who must arrive late to work as a result of inclement weather shall be expected to inform their supervisors.
4. Department Heads/Constitutional Officers may approve the reasonable use of annual leave or compensatory time if employees must arrive late due to inclement weather.
5. Employees scheduled to be on leave on the day of a delayed opening shall be charged a full day of leave for that day.

D. Early Closings

1. In the event of an early closing, the County Administrator/designee shall notify employees via the e-Alert and "DL-Staff" email functions.
2. Department Heads/Constitutional Officers shall be responsible for implementing and executing a departmental communication plan to ensure that those staff members without access to e-mail are notified of the early closing in a timely manner.
3. Employees shall leave work at the regular time unless approval for early release is received by the appropriate supervisor.

Addendum A

In the event government offices are opened on a delayed schedule or closed due to inclement weather, messages will be broadcast on the following radio and television stations:

WTOP: 103.5 FM (radio)

WINC: 92.7 FM (radio)

WRC-TV: CHANNEL 4 (television)

WJLA-TV: CHANNEL 7 (television)

WUSA-TV: CHANNEL 9 (television).